Random Moment Sampling Training

Indiana Department of Child Services

Effective January 2012

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Random Moment Sampling Overview

- A time study is a federally required process used to determine the amount of time (and cost) spent on various activities within DCS.

- Based on these results, DCS determines the percentage of time, and therefore, the amount of money, that can be charged to various funding sources.

- This is the most crucial reimbursement determinant used by DCS.

- Updates to RMS will take effect **January 1, 2012.**

- Until January, continue to use the current Program and Activity codes.

Completing a Sample

- At the moment you are to be sampled, you will receive an email from the RMS Administrator (DCS RMS).

- Included in the email are:

    - Sample moment date and time

    - Sample sequence number

    - Instructions on accessing and completing the observation form

    - Contact information

- The email will have a link to the intranet form. Left "mouse" click on the highlighted link and you will be taken to the intranet sample observation form.

Completing a Sample (continued)

- To select a **Program**:

  - Left click on the arrow to the right of the **Program** field.

  - Scroll through the drop down list by using the arrows to the right.

  - Left click on the appropriate program to highlight.

  - The box will disappear and your program selection will appear in the **Program** field.

- Repeat the process to select an **Activity**.

- **Program** and **Activity** descriptions may be accessed by highlighting a choice then left clicking on the description link and a pop-up will appear.

- Enter the appropriate ICWIS Case ID in the **Case Number** field. This is a federally required piece of information for all time study participants and it must be included.

- Under **Comments**, include a narrative description of the type of case you are working on and you activity at the time of your sampled moment.

  - Completion of the comment field is required for all activities except lunch/breaks.

- Once you have completed all fields on the form, check to make sure the information is correct and left click the **Submit** button at the bottom of the page.

- After you have submitted the form, the screen will change and a message will appear letting you know your response was successfully recorded.
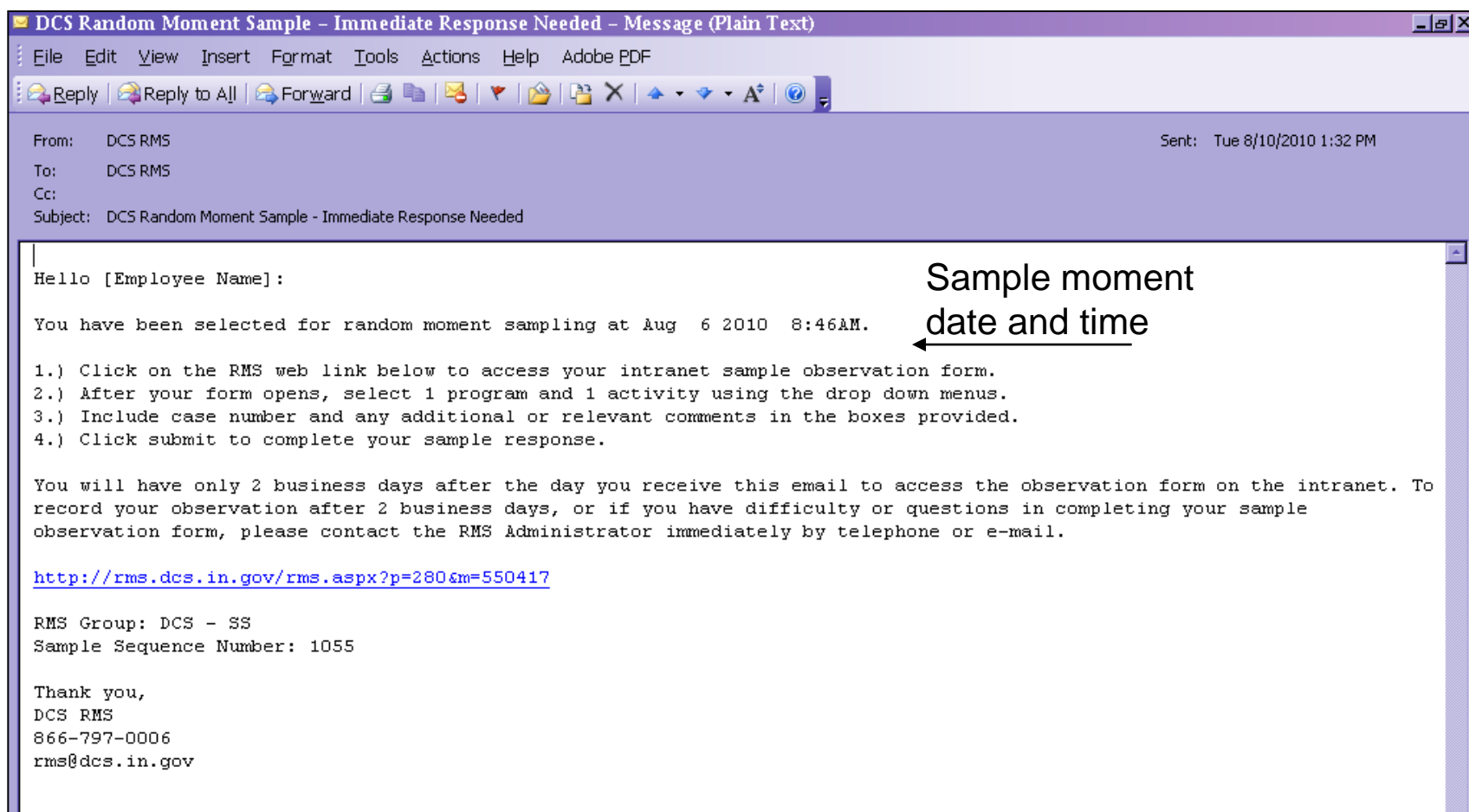
Completing a Sample (continued)

- The Intranet Form arrives in your email inbox and is to be completed within 2 business days. This is a timeframe that was negotiated with the federal government.
    - You will receive a 24-hour reminder phone call if your response has not been received.
    - A final 48-hour reminder email will be sent to you and your RMS Coordinator if a response has still not been received.
- You cannot change your responses through the intranet form once you have clicked submit.
- You cannot access the Intranet form after the 2 business days have expired.
- If you are on leave (vacation, etc.), you may contact the RMS Group and they can record your sample response.

The following slides contain screen shots of the Intranet email and form:

Example RMS Notification Email

Instructions

Sample Number

Contact Information

Sample moment date and time

DCS Random Moment Sample – Immediate Response Needed – Message (Plain Text)

File   Edit   View   Insert   Format   Tools   Actions   Help   Adobe PDF

Reply | Reply to All | Forward | | | | | | | | | |

From: DCS RMS   Sent: Tue 8/10/2010 1:32 PM
To: DCS RMS
Cc:
Subject: DCS Random Moment Sample - Immediate Response Needed

Hello [Employee Name]:

You have been selected for random moment sampling at Aug 6 2010 8:46AM.

1.) Click on the RMS web link below to access your intranet sample observation form.
2.) After your form opens, select 1 program and 1 activity using the drop down menus.
3.) Include case number and any additional or relevant comments in the boxes provided.
4.) Click submit to complete your sample response.

You will have only 2 business days after the day you receive this email to access the observation form on the intranet. To record your observation after 2 business days, or if you have difficulty or questions in completing your sample observation form, please contact the RMS Administrator immediately by telephone or e-mail.

http://rms.dcs.in.gov/rms.aspx?p=280&m=550417

RMS Group: DCS – SS
Sample Sequence Number: 1055

Thank you,
DCS RMS
866-797-0006
rms@dcs.in.gov

Example Intranet Observation Form

Candidacy and Imminent Risk

- A foster care candidate is a child at imminent risk of removal from the home for placement in out of home care.

- Per federal guidelines, imminent risk must be documented in the case plan and updated every six months.

- Candidacy determination/documentation is required for all Informal Adjustments and In-Home CHINS.

- This standard does not apply to Out-of-Home CHINS since they have already been removed.

- *Are there services in place to keep the child in the home and if they were not in place would the child be placed in foster care?*

  - *If yes, then the child is a foster care candidate and at imminent risk of removal, and the services are to be documented in the Informal Adjustment or In-Home CHINS case plan.*

Program Codes

- **100 - Assessment**
  - All items related to intake, screening, and investigation of a case. Use for all cases not yet at the stage of an Informal Adjustment, In-Home CHINS, or an Out-of-Home placement.

- **120 - Informal Adjustment**
  - Providing services to a child under Informal Adjustment.

- **130 - In-Home CHINS**
  - Providing services to a child with an in-home CHINS case.

- **140 - Out-of-Home Care**
  - Providing services for out of home placements such as group homes, non-relative foster placements, emergency shelters, hospitals, relative homes, etc. Also includes emergency placement, children in court ordered trial home visit, initial foster home placement, ongoing substitute care, probate court cases, and wardship cases including service to out-of-county cases.

Program Codes (continued)

- ## 150 – Adoptions
  - Performing activities for a child for whom (1) parental rights have been terminated, (2) adoption is documented in the case plan as the goal for that child, and (3) the child is placed in a pre-adoptive home. All 3 criteria must be satisfied to use this code. Include all activities with regard to Adoption Assistance Program (AAP) eligibility determinations, and post adoption activities for in-state and out-of-state children. This program code should be used for all staff activities provided to adoptive or potentially adoptive parents.

- ## 160 - Assisted Guardianship
  - This state program includes services for children in out-of-home care who cannot be reunified with their parents and for whom adoption is not a viable option. Activities could include determining the eligibility of guardians, determining the amount of monthly payments to guardians, or filing petitions for appointing guardian as legal guardian.

Program Codes (continued)

- **170 - Clients in Independent Living Placements**
  - Providing services for a client in an independent living placement. This is not to be used when providing services to a client who is still in an out-of-home placement.

- **175 - Clients in Transitional Living Placements**
  - Providing services for a client in a transitional living placement. This is not to be used when providing services to a client who is still in an out-of-home placement.

- **180 – Training**
  - Attending a job related training session.

- **199 - Not Related to Any Other Program**
  - Working on administrative activities which are not specific to a program (e.g. general administrative functions, Activity Code 901). This code should also be selected with Activity Code 902 - Non-DCS Activities, 951 - Lunch, Breaks, 952 - Employee on Leave, 998 – Not Scheduled to Work and 999 - Invalid Response.

Activity Codes

- **501 - Initial Intake/Receipt of Abuse/Neglect Report**
  - Includes receipt of an initial intake or report of abuse/ neglect.

- **502 - Investigation of Abuse/Neglect Report**
  - Completing an investigation of abuse/neglect. Includes all related travel and paperwork necessary to perform and complete the investigation.

- **601 - Case Management (Supportive Services/ Non-Medical)**
  - Performing case management activities that are non-medical in nature. Includes case logs and documentation, case plan development, after placement activities, monitoring of care, child/family visitations, judicial proceedings, and ongoing assessment of child/family compliance with the case plan.

- **602 - Case Management (Medical or Behavioral Health)**
  - Performing case management activities that are medical in nature. Includes any time spent coordinating and following up on medical services that are actually provided by community-based and other providers such as psychologists, dentists, doctors, and psychiatrists. Includes all other case management activities described above that are medical in nature.

- **603 - Case Management (IV-E Waiver)**
  - Performing any activity on behalf of a child in a IV-E Waiver slot. Child must already be placed on Waiver.

Activity Codes (continued)

- **611 – Arranging Transportation (Non-Medical)**
  - Arranging for specific support provisions, such as transportation or translation assistance, which are necessary for an individual or family to access non-Medical services. Includes paperwork, clerical activities, training, or staff travel required for completion.

- **612 – Arranging Transportation (Medical)**
  - Arranging for specific support provisions, such as transportation or translation assistance, which are necessary for an individual or family to access Medical services. Includes paperwork, clerical activities, training, or staff travel required for completion.

- **621 - Referrals to Services (Medical and Non-Medical)**
  - Making referrals for either health or social services. Includes all paperwork, clerical activities, training, or staff travel required for completion.

- **622 - Referrals to EA**
  - Making referrals to Emergency Assistance programs

- **623 - Fair Hearings and Appeals**
  - Providing the notification of the right to a fair hearing/appeal, the process and location of where to appeal, and advising a client of their right to be represented by an authorized representative. This activity code applies to child protective services if not related to an investigation, to out-of-home care for a child, to services provided to a child, to adoption subsidies and NRAE appeals for a child.

- **624 – Counseling and Treatment**
  - Providing direct treatment or counseling services to a client.

Activity Codes (continued)

- **701 – Recruitment/ Licensing/ Approval**
  - Speaking to prospective applicants; participating in local forums or public service programs to inform the public of the need for shelters and foster homes for children needing protection; composing brochures or flyers or distributing existing materials; promotional activities that are directly related to recruitment and licensing; participating in recruitment committees; initial approval/ licensure/ certification/ registration study; contacting and approving relative homes; interim monitoring; renewals; denials; revocations; and conducting background checks.

- **702 – Foster Parent/ Adoptive Parent Training**
  - Performing activities related to training prospective individuals entering the child welfare system as foster parents. Includes conducting trainings as well as coordinating, scheduling and preparing materials necessary for the foster parent training

- **751 – IV-E Eligibility**
  - Performing activities related to IV-E eligibility determinations.

- **752 – Medicaid Eligibility**
  - Performing activities related to Medicaid eligibility determinations.

- **801 – In-Service Training**
  - In-service training related to overall duties at DCS.

- **802 – All Other Training**
  - Training around office procedures, computer systems, time tracking, etc.

Activity Codes (continued)

- **901 - General Administrative Functions**
  - Other non-case related activity such as organizing desk, attending to general clerical matters, etc. Includes meetings and supervisory conferences on office administrative policies, time keeping systems, community relations, professional reading, or other topics which are not program specific or related to a specific case.

- **902 - Non-DCS Activities**
  - No other code describes the activity being done or performing an activity that is not job related such as deployment to assist in an emergency. Please describe the nature of this activity in the Comments space provided on the observation form.

- **951 - Lunch/Breaks**
  - On lunch or scheduled break time.

- **952 - Employee On Leave, Vacation, Sick, Etc.**
  - Out on approved leave (e.g., sick day, vacation, FMLA, military, disability, etc.) Indicate dates in Comments section of observation from. This code also used for office closures due to flood, snow, etc.

- **998 - Not Scheduled to Work**
  - Not scheduled to be at work at time of sample due to flex-time, schedule change, or part-time schedule.

- **999 - Invalid Response**
  - Position is Vacant; No replacement has been identified.

Things to Remember

- Your response should reflect what you were doing at the time of the sample moment, not what you were working on when you received the email or completed the intranet form.

- Take a minute to analyze your activity. Pick the answers that best reflect what you are doing at the moment assigned to you.

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